

ACCOUNTANT I, II & III

DEFINITION

Classes in this series perform a variety of professional accounting duties for the Superior Court of California, County of San Luis Obispo, where extensive and varied accounting functions are performed, and do other related work as required.

DISTINGUISHING CHARACTERISTICS

Accountant I: Under general supervision, assists a higher level accountant or the Court Fiscal Manager in performing professional accounting duties, or performs professional accounting work and assists in directing the accounting and budgetary work of the Superior Court accounting division.

Accountant II: Under direction, independently performs professional accounting duties for the Superior Court or has charge of the accounting work of a separate department or phase of a major court department's accounting activity.

Accountant III: Under direction, is responsible for a major professional phase of the accounting work for specialized or centralized fiscal control activity, or has charge of the accounting and budgetary functions and assists in directing the related business management activities of the Superior Court; acts as team leader and trains or supervises junior staff members.

TYPICAL TASKS

- maintains court accounting records;
- prepares reviews and analyzes all types of accounts and records of financial transactions;
- may supervise a staff of professional accountants and/or clerical personnel;
- appraises and evaluates existing accounting methods and recommends improvements;
- assists in budget preparation and may have budget control;
- oversee payroll processes
- prepares statistical and financial reports;
- establishes and maintains effective accounting controls;
- may be assigned responsibility for general business activities of an organizational unit.

EMPLOYMENT STANDARDS

Knowledge of:

- generally accepted accounting and auditing principles and practices;
- accounting -related computer applications both standard and court developed;
- principles and practices of financial administration, including financial reporting, budgeting, payroll and purchasing;
- principles of supervision, training and performance evaluation;

- principles of governmental accounting and budgeting;
- laws regulating public finance;
- principles of business management including modern office methods and procedures.

Ability to:

- apply accounting principles and procedures to solve operational problems;
- plan, organize and direct the work of others;
- analyze data and situations, draw sound conclusions and adopt effective solutions;
- prepare, examine, and verify financial documents and reports;
- supervise professional, technical, and clerical employees;
- analyze, interpret and explain financial policies and procedures;
- communicate effectively, both orally and in writing;
- establish and maintain effective working relationships with staff at all levels in the organization.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing sufficient to communicate effectively. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 10 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; sitting and/or standing for prolonged periods of time.

EXPERIENCE/EDUCATION

Accountant I: Graduation from an accredited four-year college or university in Accounting, Business Administration, or a closely related field, including 12 semester units of Accounting; - **Or** - Graduation from an accredited four-year college or university in Accounting, Business Administration, or a closely related field, including two years progressively responsible accounting.

Accountant II: The above education, AND: One year of experience at the Accountant I level.

Accountant III: The above education, AND: Two years of experience at the Accountant II level. Possession of a valid certificate as a Certified Public Accountant will substitute for the required experience.